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Command Policy

UNIT SELF-INSPECTION PROGRAM (USIP)

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OPR: 18 WG/IGI (TSgt Charles Kimble)

Certified by: 18 WG/IGI
(Lt Col Jeffrey H. Gustafson)

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This instruction implements AFD 90-2, *Inspector General - The Inspection System*, AFI 90-201, *Inspector General Activities* and PACAFI 90-201, *PACAF Inspector General Inspection Activities*. It establishes responsibilities and guidance for all agencies assigned or attached to the 18th Wing. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to 18 WG/IGI, Unit 5141 Box 10, Kadena AB, Japan 96368. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or USAF Reserve.

SUMMARY OF REVISIONS

This document is slightly revised and should be completely reviewed. Revisions to this instruction cover the date for refreshing the data source responses and the revised method of granting permissions to utilize the USIP web page. New or revised material is indicated by a bar (|).

1. Purpose.

- 1.1. The purpose of this instruction is to assist in conducting USIP inspections and preparing for wing and higher headquarters (HHQs) inspections.
- 1.2. The objective of a USIP is to identify deficiencies that preclude or inhibit mission accomplishment. The primary focus of the USIP is to assess unit's fundamental compliance and mission performance activities required by law and governing directives. The USIP encourages continuous improvement within wing organizations.

2. Definitions.

- 2.1. Discrepancy: Noncompliance ("NO" response to any checklist item).

2.2. Limiting Factor (LIMFAC): A discrepancy that limits or impedes the unit's ability to accomplish its mission. This type of discrepancy is normally beyond the unit's ability to correct and must be identified to higher levels of command.

2.3. Finding: A discrepancy which does not comply with policy or other regulatory guidance, and limits or impedes the unit's ability to perform its mission, but correction is within the unit's capability. Findings also include the following:

2.3.1. Findings previously identified in a compliance inspection that are still unresolved after the initial estimated completion date has passed. Findings are still correctable at the unit level.

2.3.2. Similar types of Areas for Improvement that's indicative of a larger problem or unfavorable trend throughout the unit.

2.4. Area for Improvement: A discrepancy, which does not comply with policy or other regulatory guidance, but does not limit or hinder the unit's ability to accomplish the mission.

3. Responsibilities.

3.1. The primary responsibility for implementing the USIP rests with 18th Wing group commanders and wing staff agency chiefs.

3.2. Acting as the 18th Wing Commander's agent to evaluate compliance, the 18th Wing Exercises and Inspections office (18 WG/IGI) will:

3.2.1. Administer the USIP by providing guidance for conducting the USIP using the Unit Self-Inspection Program Web Application (USIPWA).

3.2.2. Provide the wing commander with a consolidated, semiannual summary of the wing's USIP results NLT 31 October and 30 April.

3.2.3. Maintain an IGI web page consisting of inspection reports, cross-feed information, Special Interest Items (SIIs), Common Core Compliance Area (CCCA) Application, and other pertinent information.

3.2.4. Ensure Technical Implementation and Support (TIS) personnel receive training.

3.2.5. Manage the USIPWA IAW paragraph 8. of this instruction.

3.3. Group commanders and wing staff agency chiefs will:

3.3.1. Appoint a primary and alternate USIP/TIS monitor and provide 18 WG/IGI with the current appointment letter (see [Attachment 5](#)).

3.3.2. Ensure USIP monitors consolidate and forward semiannual self-inspection results to 18 WG/IGI NLT 15 October and 15 April IAW [Attachment 1](#).

3.3.3. Review/maintain all squadron/unit action plans and ensure monthly follow-ups on open write-ups are conducted.

3.3.4. Notify the wing commander and 18 WG/IGI of all discrepancies categorized as a LIMFAC, trend, or findings beyond the group's ability to correct.

3.3.5. Manage administrative implementation of the USIPWA by creating/maintaining checklists and determining users' level of access.

3.4. Squadron/unit commanders are responsible for implementing the USIP within their units. The USIP should be managed at the lowest management level. Squadron/unit commanders will:

3.4.1. Appoint primary and alternate USIP monitors and provide an updated appointment letter to their respective groups whenever monitors change (see [Attachment 5](#)).

3.4.2. Conduct semiannual unit self-inspections and provide a report to their group commanders NLT 30 September and 31 March IAW [Attachment 1](#) and [Attachment 2](#).

3.4.3. Establish detailed Action Plans for all open discrepancies IAW [Attachment 3](#). Action Plans will be reviewed by the first of each month and maintained at the group level.

3.4.4. Conduct monthly follow-ups on all open discrepancies (i.e., Area For Improvement, Finding, LIMFAC). Review most current USIP results and update status using USIPWA by the end of each month.

3.4.5. Notify their group commanders of discrepancies requiring more than 90 days to complete, and any discrepancy categorized as a LIMFAC or trend.

3.4.6. Ensure current and applicable checklists are assigned against appropriate work centers IAW Paragraph [5](#).

3.4.7. Manage and control access to the USIPWA.

3.5. USIP Monitors will:

3.5.1. Maintain a USIP book IAW [Attachment 4](#).

3.5.2. Ensure the most current versions of the Mission Performance Checklists are in use.

3.5.3. Ensure each new element chief reviews the most recent self-inspection of his or her duty section within 60 days of arrival.

3.5.4. Distribute cross-feed material and other units' inspection reports to appropriate functional personnel in their unit and document review of these items for similar deficiencies and/or inclusion of applicable best practices into unit processes.

3.5.5. Coordinate with units to obtain information necessary to configure the USIPWA data source.

3.5.5.1. Provide the TIS with the following information:

3.5.5.1.1. Organization structure – functional address symbol (FAS) and name designation of each flight and element.

3.5.5.1.2. Answer-key information – pre-loaded responses for the five questions required to answered for each checklist item. The five answer-key categories are:

3.5.5.1.2.1. Who ensures compliance?

3.5.5.1.2.2. What is done to ensure compliance?

3.5.5.1.2.3. How often is it done?

3.5.5.1.2.4. Evidence of compliance?

3.5.5.1.2.5. Where is documentation kept?

3.6. TIS responsibilities are to:

- 3.6.1. Update the USIPWA data source(s) with the required information detailed in paragraph [3.5.5.1](#).
- 3.6.2. Maintain the USIPWA data source(s) schema and application source code, as specified by the 18 WG USIPWA Program Manager.
- 3.6.3. Archive the USIPWA data source(s) after completion and validation of the current inspection. The archive data will be maintained for a period of three years or since last Unit Compliance Inspection (UCI), whichever is longer.
- 3.6.4. Format locally developed checklist to align with the USIPWA data source schema.

4. Exceptions.

- 4.1. Contracting and Comptroller Squadron will conduct their USIP during the month of October, with the reports being submitted to 18 WG/IGI no later than 15 November.
- 4.2. Units with a different HHQ assigned unit self-inspection schedule may use the schedule assigned by that HHQ to determine when to conduct their semiannual self-inspection. They will provide a report of their self-inspection results to their group commander, USIP monitor, and 18 WG/IGI at the times specified above.

5. Source Documents.

- 5.1. Documents used to accomplish and support basic unit self-inspections include but are not limited to:
 - 5.1.1. Common Core Compliance Area (CCCA) applications contained in AFI 90-201, Attachment 6.
 - 5.1.2. PACAF Mission Performance Checklists (PACAF DIR 90-201 through 226).
 - 5.1.3. Local checklists developed for items not covered by PACAF Mission Performance Checklists.
 - 5.1.4. Air Force, PACAF, and local Special Interest Items (SIIs).
 - 5.1.5. Inspection and Staff Assistance Visit (SAV) reports from HHQ.
 - 5.1.6. Articles and checklists from "*The Inspector General (TIG) Brief*" or other official publications specific to the organization that provide information on best practices, lessons learned, or other improvements in functions or capability.
 - 5.1.7. Cross-feed items from other units' inspections and SAVs.
 - 5.1.8. Wing internal inspection and exercise documents and reports.
- 5.2. The baseline Mission Performance Checklist for each unit can be found on the PACAF/IG or the 18th Wing/IG Web page. Out of date and incorrect checklist items should be resolved directly with the PACAF function responsible for that checklist. Document correspondence and provide a copy to 18 WG/IGI.
- 5.3. Items listed on the PACAF Mission Performance Checklists do not constitute the order or limit the scope of the inspection/assessment. Units can supplement the mission performance checklists to

add internal compliance items. Mission critical checklist items will be distinctly marked with the pound (#) sign. These checklists may be used in whole or in part by HHQ during visits or exercises.

6. Reporting Requirements.

6.1. Squadrons/units will provide the results of their semiannual self-inspection to their group commanders using the format specified in [Attachment 1](#) and [Attachment 2](#). Groups will consolidate their units' semiannual USIP reports and forward them to the 18 WG/IGI NLT 15 October and 15 April IAW [Attachment 1](#).

6.2. Wing staff agencies will provide their reports directly to 18 WG/IGI NLT 15 October and 15 April IAW [Attachment 1](#).

6.3. Checklist items answered "YES" will be considered "CLOSED" and a "NO" response will be considered "OPEN" and called a discrepancy (Area For Improvement, Finding, or LIMFAC). In the case of two-part questions, if either part is "NO", the overall checklist item is "OPEN".

6.4. All SIIs and CCCAs, to include deficiencies and "get-well" information, will be reported to the group commander and 18 WG/IGI on the semiannual self-inspection report (see [Attachment 1](#)).

7. Unit Self-Inspection Validation.

7.1. Unit Self-Inspection Validations (USIVs) are conducted 90-days prior to a HHQ UCI, and other times as requested by the 18th Wing Commander. 18 WG/IGI will conduct an out-of-cycle USIV inspection of units' self-inspection programs. These inspections will validate mission critical "OPEN" checklist items and other random checklist items.

7.2. To facilitate cross-tell or sharing of superior programs base-wide, 18 WG/IGI may elect to utilize the Wing's Exercise and Evaluation Team (EET) members and associate unit expertise to conduct SAV and/or USIV inspections.

7.3. 18 WG/IGI will notify groups/units when validation inspections are planned.

8. Web and Data Source Management.

8.1. 18 WG USIPWA Program Manager will:

8.1.1. Be the primary administrator for the USIPWA server.

8.1.2. Manage the USIPWA Web and data source.

8.1.3. Maintain a current list of USIPWA access groups. The USIPWA access groups will be used to control permissions to the USIPWA Web directories.

8.1.3.1. The USIPWA-group name will use the following format: SI- [UNIT] [FLIGHT-FAS], i.e. SI-18WG IGI.

8.1.3.2. Coordinate with 18 CS Network Control Center to create and delete USIPWA-groups for the Kadena Domain.

8.1.3.3. Respective USIP/TIS representatives are responsible for providing the names of their individual USIPWA users to the USIPWA Program Manager.

8.1.3.4. Group TIS personnel will be provided administrative privileges at the group level.

8.2. The USIPWA Web and data source will be:

8.2.1. Managed by the 18 WG USIPWA Program Manager.

8.2.2. Configured as a standard Web and data model that will be utilized by all 18th Wing groups and wing staff agencies.

8.2.3. Configured with the appropriate data for each upcoming inspection NLT 15-days prior to the start of the Unit Self Inspection.

8.2.4. Updated by 18th Wing group TIS personnel after validation of each inspection.

8.2.5. Maintained by respective 18th Wing groups and wing staff agencies TIS.

8.2.6. Refreshed annually, by 15 February, before the scheduled March Unit Self Inspection. This action will wipe out all previous USIPWA data source responses. Unit Group Work Group Managers MUST ensure the previous USIPWA data source results are archived prior to this action. The Fall/September USIP may utilize the current/established (Spring) USIPWA data source information without refreshing the previous results.

JEFFREY A. REMINGTON, Brigadier General, USAF
Commander, 18th Wing

Attachment 1

SAMPLE UNIT SELF-INSPECTION REPORT FORMAT

DATE

MEMORANDUM FOR 18 WG/IGI

FROM: (Your Group/CC or Wing Agency Chief)

SUBJECT: Unit Self-Inspection Report for Period (Sep 200X or Mar 200X as applicable)

1. (Group/Unit) conducted a Unit Self Inspection IAW PACAFI 90-201, (current version date), and 18 WGI 90-201, (current version date). Open discrepancies derived from the Unit Self Inspection Program Web Application (USIPWA) data source are listed in the attachments to this letter and are available for review in the USIPWA data source. Include the following information:

1.1. _____ Total number of items inspected.

1.2. _____ Number of OPEN items with an ECD of more than 90 days.

1.3. _____ Number of OPEN items with an ECD of less than 90 days.

2. Provide a brief summary of the inspection by addressing significant trends, strengths, cross-tell review, and overall "health" of the unit/group.

3. List significant discrepancies that are beyond the group/unit capability to correct (include item description, status, options, and suggested course of action/assistance required). Provide group/unit USIP Monitor POC information.

Signature Block

Attachment 2

**OPEN DISCREPANCIES DERIVED FROM
THE UNIT SELF INSPECTION PROGRAM WEB ACCESS (USIPWA)**

OPEN Findings in the UNIT
2 OPEN FINDINGS

Shop: CC

Reference: 90-201_A1.1.2.1.

Title: CIVIL ENGINEER SQUADRON

Criteria: (#) Does the unit manage required on-the-job training and formal training (AETC schools) and education (e.g., AFIT) for its people, including projecting all future requirements? (AFI 26-2201, Para 4.9, and AFI 32-1001)

ETIC: 30 Sep 2002

Corrective Action: <<Notional data>> Specific documentation of actions taken to bring item into compliance <<Notional data>>

Comments: <<Notional data>> Specific documentation of previous actions taken to date, when an item is identified as requiring assistance from a higher level. <<Notional data>>

Shop: CC

Reference: 90-201_A1.1.3.1.

Title: CIVIL ENGINEER SQUADRON

Criteria: If applicable, are outsourcing processes following the guidelines in AFI 38-203, *AF Commercial Activities Program Instruction*?

ETIC: 25 Dec 2001

Corrective Action: <<Notional data>> Specific documentation of actions taken to bring item into compliance <<Notional data>>

Comments: None

Issues Requiring Assistance

1 Item/s

Level: PACAF

Reference: 90-201_A1.1.2.1.

Item: (#) Does the unit manage required on-the-job training and formal training (AETC schools) and education (e.g., AFIT) for its people, including projecting all future requirements? (AFI 26-2201, Para 4.9, and AFI 32-1001)

Type Discrepancy: LIMFAC

Comments: <<Notional data>> Specific documentation of actions taken to bring item into compliance <<Notional data>>

Office Symbol: CC

Attachment 3

SAMPLE ACTION PLAN AND SAMPLE ACTION PLAN USIPWA REPORT (Reviewed/maintained at group level and updated monthly, first of each month IAW Para 3.4.3.)

The format for Unit Action Plans is flexible, but will contain the following information as a minimum and kept in the USIP book.

A3.1. Identification of the deficiency, including type LIMFAC or Finding.

A3.2. An OPR will be responsible for completing the corrective action.

A3.3. Tracking list of action(s) taken to correct the deficiency and status of corrective action in progress as of the time of the report.

A3.4. Milestones for completing separate action steps.

A3.5. Estimated completion date for correcting the deficiency.

(SAMPLE ACTION PLAN USIPWA REPORT) USIP SEP01, B001

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18CS2

OPR	ECD
18 OSS	1 Feb 02

Criterion

Reference: 90.221_A1.2.1.3.; (#) Ensure maintenance capability is considered in the development of radio.

Discrepancy/Strength

Do control tower land mobile radios (LMRs) terminate in the tower console, and do they have selective call (electronic, mechanical or procedural) features installed?

Action Taken

1 Oct 01. Re-submitted AF Form 3215 to telephone maintenance to have a telephone line installed from FM-1 repeater.

Milestones

15 Oct 01. Received Motorola’s input for DC remote adapter equipment needed to complete selective call feature installation.

1 Nov 01. Obtain funding for equipment.

15 Dec 01. Install telephone line for MF-1 transmitter recording capability.

1 Jan 02. Begin FM-2 net console installation.

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Attachment 4**THE USIP BOOK OUTLINE****Table A4.1. The USIP Book Outline.**

Section A.....	Table of Contents
Section B.....	USIP/TIS Monitor Appointment Letter(s), Instructions, and Guidance
Section C.....	Source Documents
	Cross-Feed Log
	UCI Reports From Other Units
	Any Other Cross-Feed or Source Documents Used to Build/Modify Checklist
Section D.....	Inspection Checklist
	Mission Performance Checklist (MPCs)
	Local Checklist
Section E.....	Reports
	Last UCI/HHQ Inspection
	MARE
	Last two USIP Reports
	Action Plans
	USIPWA Detailed & Summary Report
	Other Inspections/Exercises

Attachment 5

SAMPLE USIP/TIS MONITOR APPOINTMENT LETTER

DATE

MEMORANDUM FOR 18 WG/IGI

FROM: Group/Wing Staff Agency

SUBJECT: Unit Self-Inspection Program (USIP) Lead

1. The following individuals are appointed as USIP leads IAW 18th Wing Instruction 90-201 Para **3.3.1.**:

<u>RANK/NAME</u>	<u>OFFICE SYMBOL</u>	<u>DUTY PHONE</u>	<u>DEROS</u>
(P) John Doe	18 WG/IGI	634-1929	Jul 02
(A) John Doe	18 WG/IGI	634-1929	Jun 04

2. The following individuals are appointed as Technical Implementation and Support (TIS) IAW 18th Wing Instruction 90-201 Para **3.3.5.**:

<u>RANK/NAME</u>	<u>OFFICE SYMBOL</u>	<u>DUTY PHONE</u>	<u>DEROS</u>
(P) John Doe	18 WG/IGI	634-1929	Jul 02
(A) John Doe	18 WG/IGI	634-1929	Jun 04

3. This supersedes all previous letters, same subject.

NAME, RANK, USAF

Duty Title